



## **TEMPORARY USE PERMIT (TUP)**

### **PROCESS GUIDE & APPLICATION**

**City of Buckeye  
Development Services Department**

530 East Monroe Avenue  
Buckeye, Arizona 85326

Phone: 623.349.6211

Fax: 623.349.6222

[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

## **APPLICATION PROCEDURES**

### **TEMPORARY USE PERMIT (TUP)**

#### **Important Information:**

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning webpage. Resubmittals can be directed to the submittal contact found on the Planning & Zoning webpage.**
- A TUP shall be valid for the time period stated on the approval letter unless otherwise authorized by the Development Code.
- TUPs for Fireworks shows will require a Fire Permit that is applied for under a separate application process. Please contact 623-349-6218 for permitting details.
- Temporary Uses are also subject to the City's licensing regulations. Prior to operation, please contact Business Licensing at 623-349-6165.
- Temporary Events on City property require a Special Events Permit through the Community Services Department. Please contact 623-349-6320 for additional details.
- The TUP fee is listed on the User Fee Worksheet found on the Planning and Zoning Website at <https://www.buckeyeaz.gov/business/development-services/planning-zoning> under the "Updated Process Guides, Applications and Documents" drop-down under the "Fee Worksheet" section.

#### **Per the 2010 Development Code Temporary Land Uses that require a TUP:**

- Temporary Antennas
- Temporary Expansion or Replacement Facilities
- Temporary Sales/Leasing Office
- Temporary Retail Sales (i.e. temporary retail sales of Christmas trees, nursery products, agricultural produce, fireworks, road side stands, yard sales, etc.)
- Temporary Events (i.e. carnivals, festivals, rodeos, etc.) on private property

#### **Temporary Land Uses that are exempt and do not require a TUP:**

- Temporary Events including temporary uses utilizing City property. Note that temporary events will require a Special Event Permit through the Community Services Department and other structures will require a building permit through the Development Services Department.

- Up to seven, two-day garage or yard sales per dwelling unit per year
- Up to seven Temporary Car Washes per year
- Gatherings of less than 100 people between the hours of 8 a.m. to 9 p.m.
- Temporary Uses that occur within an enclosed permanent building

**Temporary Use Permit Submittal Checklist (PDF Format)**

**REQUIRED MATERIALS (IN PDF FORMAT)**

	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee Worksheet</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Description</b> (8.5" x 11" PDF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Concept Layout Plan</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Affidavit of Structures</b> (PDF Format) (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

**\*Note: Per the Development User Fee Schedule, for events that consist of or include a firework show, a separate submittal (in addition to this one) will need to be made to the Building Safety Department. There will be additional fees based on the number of shells being released during the show. Please contact Development Services Permitting at 623-349-6200 or [permitcenter@buckeyeaz.gov](mailto:permitcenter@buckeyeaz.gov) with any questions.**

**Please note: This additional submittal and fees DOES NOT include firework sales, it only pertains to events where a firework show will take place.**

<b>Temporary Use</b>	<b>Affidavit Required? (If No, apply for Permits*)</b>
Temporary Antennas	No
Temporary Expansion or Replacement Facilities	No
Temporary Sales/Leasing Office	No
Temporary Retail Sales	Yes
Temporary Events (Private Property)	Yes



City of Buckeye  
Planning and Zoning  
Project Application

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ Case No: \_\_\_\_\_

**PROPERTY INFORMATION:**

Project Name: \_\_\_\_\_ Associated Cases: \_\_\_\_\_  
Project Address/Location: \_\_\_\_\_  
Current Zoning District: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_ Quarter Section: \_\_\_\_\_  
Request: \_\_\_\_\_

**CASE TYPE:**

☐ Temporary Use Permit ☐ Other: \_\_\_\_\_

**IMPORTANT  
NOTE ABOUT  
CONTACT(S):**

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

**APPLICANT/OWNER AUTHORIZED AGENT INFORMATION:**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Address Type: ☐ Physical ☐ Mailing  
Contact Preference: ☐ Email ☐ Business Phone ☐ Home Phone  
☐ Mobile Phone ☐ Other Phone ☐ Address

**SECONDARY APPLICANT CONTACT INFORMATION:**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Address Type: ☐ Physical ☐ Mailing  
Contact Preference: ☐ Email ☐ Business Phone ☐ Home Phone  
☐ Mobile Phone ☐ Other Phone ☐ Address

**OWNER INFORMATION:**

Name/Company: \_\_\_\_\_ E-mail: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Address Type: ☐ Physical ☐ Mailing Preferred Contact Method: ☐ Email ☐ Business Ph. ☐ Home Ph. ☐ Mobile Ph. ☐ Other Ph. ☐ Address

**PROPERTY OWNER AUTHORIZATION**

I (property owner) \_\_\_\_\_ authorize (owner's Agent) \_\_\_\_\_  
To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Development Services Department**

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222

**Affidavit of Structures**

Date: \_\_\_\_\_

I, \_\_\_\_\_ (owner/authorized agent) have reviewed the Temporary Use Permit application located at \_\_\_\_\_ for the purpose of \_\_\_\_\_. I hereby certify that all structures will be erected and maintained subject to all applicable building safety and fire codes and manufacturer's specifications. I also certified that placement of all structures and any other detail of the property will be as illustrated and/or explained in the TUP application materials.

I further agree to release, hold harmless, defend, and indemnify the City of Buckeye from any liability involving this TUP should anyone be harmed or property damaged as a result of this approval.

Notwithstanding, I understand that permits and/or inspections may still be required for certain temporary uses as deemed appropriate by reviewing City Departments.

Owner's/Authorized Agent's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_

Planner: \_\_\_\_\_

Case No: \_\_\_\_\_